

Instructions for SC Agencies on Creating and Managing a CARI Check Account

On August 7, 2017, N.J.S.A. 9:6-8.10f was expanded to require Child Abuse Record Information (CARI) background checks for employees of facilities or programs licensed, contracted or regulated by the Department of Human Services (DHS) to provide community-based services to individuals with developmental disabilities.

In accordance with N.J.S.A. 30:6D-77 et seq., provider agencies, including support coordination agencies, are required to ensure that no employee is included on the Department of Children and Families' (DCF) child abuse registry.

All employees are required to have a CARI check completed.

An agency employee may work without restrictions while the CARI check is conducted. However, agencies must act upon DHS notification of CARI check results within 24 hours of receipt of the DHS notification email.

Each agency should identify an administrator to create and maintain an account in DCF's electronic CARI check system. The administrator is responsible for submitting and receiving employee CARI applications and results.

To set up an agency account:

- Go to [New Jersey's Online CARI Check Service](#)
- Click on Create New CARI Account
- Select Department of Human Services (DHS/DDD) from Program/Application Type drop-down menu.
- To set up a CARI account, user will need to provide the agency's 4-digit cost code number assigned by DHS. If you do not know your agency's cost code number, please contact the DHS Employment Controls and Compliance Unit (ECCU) at DHS.ECCU@dhs.nj.gov.

The electronic CARI system will allow the administrator to monitor employee compliance and check the status of submitted CARI check applications.

Employees will be able to complete the electronic CARI application on-site at the agency, or through an emailed link. The employee can complete the application using a personal computer or smart phone, but the email invitation will expire after two weeks. Completed CARI checks are returned through the electronic system and can be downloaded or printed for the employee personnel file.

Please direct questions or concerns to DHS.ECCU@dhs.nj.gov.